



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

	New	Vendor Code			Dept.	Contract Number	
X	Change			SC		A	
	Cancel					00-649 A-4	
County Department				Dept.		Orgn.	
Human Services System						Contractor's License No.	
County Department Contract Representative				Telephone		Total Contract Amount	
Jeri Quick				388-0255		\$29.20/hour	
Contract Type							
<input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other:							
If not encumbered or revenue contract type, provide reason: <u>Employment Contract</u>							
Commodity Code			Contract Start Date		Contract End Date		Original Amount
			7/5/00				\$22.84/hour
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount
RRC	903	903	100	1010	90398202		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount
Project Name				Estimated Payment Total by Fiscal Year			
Children and Families				FY	Amount	I/D	
Commission							
Program Specialist							

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino hereinafter called the County, the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Name

Ruth Christensen Griffin

hereinafter called Contractor

Address

address on file

Telephone

Federal ID No. or Social Security No.

Amendment No. 4

Effective November 27, 2004, it is hereby agreed to amend Contract #00-649 between the County, the Commission, and the Contractor as follows:

I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

Section I to read as amended:

Contractor shall work cooperatively with the staff of the Commission under the direction of the Executive Director, planning and coordinating the successful delivery of program services, primarily through contracted agencies, in compliance with the strategic plan.

Duties and responsibilities may include, but are not limited to, the following:

- A. Plans, coordinates, and completes program activities directly supporting the program's purpose and mission, in accordance with the strategic plan and Commission guidance.
- B. Exercises sound judgment in problem solving and decision making; provides recommendations for program improvements and enhancements.
- C. Serves as principal contact to assigned contracted service agencies; conducts procurements, contract negotiations and preparations, and program performance and compliance monitoring; provides technical assistance; serves as program's representative for designated geographic area(s).
- D. Serves as technical and subject matter resource for child health, child development, family functioning and/or related areas; provides, either directly or through other resources, information and assistance about subject area; participates in projects related to subject area as representative of the program.
- E. Either independently or as member of staff team, conducts procurements, contract/agreement negotiations and preparations and administrative performance and compliance reviews; verifies and reports on adherence to internal and mandated policies and procedures relating to contracted service agencies and program performance; monitors and reports on the timely completion of contract and program requirements.
- F. Analyzes program, participant, and other information; prepares reports, briefings, summaries, documents, agenda items, and correspondence in a complete, concise, and accurate manner; presents reports and briefings in both written and verbal manner.
- G. Prepares and maintains records, files, and data, both electronically and non-electronically.
- H. Organizes, coordinates, and completes assigned special projects.
- I. Provides program related status and other informative reports to management and appropriate staff and agencies in a timely and accurate manner.
- J. Travels throughout the County and State as required; will be required to make provision for transportation; must maintain a valid California driver's license and proof of automobile liability insurance for self or the individual providing the transportation.
- K. Provides assistance and temporary support as required.
- L. Performs other duties as assigned.

IV. COMPENSATION OF CONTRACTOR

Paragraph D to read as amended:

- D. Contractor's standard work week will be 40 hours. Contractor shall not work more than 40 hours per week without prior approval from the Executive Director, or his/her designee. Contractor will be compensated at the rate of one and one half times the regular hourly rate for all hours worked in excess of 40 hours per week.

Section VI is added to read:

VI. REIMBURSEMENT AND INDEMNIFICATION

- A. The Commission agrees to reimburse the County for total compensation costs of the employee.
- B. The Commission shall indemnify, defend, and hold harmless the County, its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the County's provision of the contracted personnel to the Commission.

All other terms and conditions of this contract remain in effect.

CHILDREN AND FAMILIES COMMISSION

By: Bill Postmus, Chair, Children and Families Commission

Dated:

COUNTY OF SAN BERNARDINO

Dennis Hansberger, Chairman, Board of Supervisors

Dated:

By: (Contractor Signature – sign in blue ink)

Name: Ruth Christensen Griffin
(Print or type name of person signing contract)

Title: Program Specialist

Dated:

SIGNED AND CERTIFIED THAT A COPY OF
THIS DOCUMENT HAS BEEN DELIVERED TO
THE CHAIRMAN OF THE BOARD
Clerk of the Board of Supervisors of the County of San Bernardino

By: Deputy

Address: Address on file

Approved as to Legal Form	Reviewed by Contract Compliance	Presented to BOS for Signature
▶ Ruth Stringer, County Counsel	▶ Lori Ciabattini, HSS Contract Administration	▶ Carol L. Anselmi, Assistant County Administrator
Date	Date	Date

Auditor/Controller-Recorder Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By